

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON DECEMBER 12, 2017**

Supervisor Schmitt called the meeting to order at 7:30 p.m. at the Township Hall.

ROLL CALL:

Present: Supervisor Schmitt, Clerk Tischler, Treasurer Mooney and Trustees Cook, Nelson, O'Reilly and Scarcello

Absent: None

Others Present: Sandra LaJoie, Deputy Clerk

Supervisor's Report

Schmitt commented the January meeting will start at 7:00 p.m., so there is plenty of time to work on the budget. Schmitt noted the Board of Review met on the 12th for the last time of the year to handle poverty's and technical corrections.

Schmitt commented there are new accounting standards for OPEB, which in Southfield Township means retiree health insurance. Southfield Township will be required to have an annual actuary study.

Schmitt mentioned the Township may be able, if the Board so ~~chooses~~ chooses, to transfer the OPEB funds to a Health Care Savings Account to be used by the only eligible recipient and her husband until the fund is depleted. If the individual dies before the fund is depleted the balance would go to her heirs but would not be tax free. Schmitt added this would allow the Township to discontinue all OPEB obligations, future actuaries' reports, reviews and budget considerations and could potentially produce no adverse consequences to the Township. Schmitt noted the Board will be kept informed. Schmitt added the information has been sent to our attorney for review and a response has not been received.

Schmitt noted Thursday is Treasurer Mooney's birthday.

Clerk's Report

Tischler stated 941 dog licenses have been purchased compared to 919 last year and 65 cat licenses have been issued compared to 41 last year. 2018 dog and cat tags are now available.

Tischler noted the new election equipment has been delivered and is in the process of being inventoried and labeled for each precinct. The tables and ballot boxes will be stored at public safety. Precinct scanners, Verity-Touch Writers and printers will be stored at the Township Hall.

Tischler stated precinct workers have been invited to stop in to look the equipment over however; it is not operational at this point because an election program is needed. As soon as some additional equipment is purchased and programed with a mock election, the election workers will have the opportunity to practice with the equipment. Additional pre-training days will be scheduled in the spring of 2018.

Tischler added all of the election voting directions that were placed in privacy booths for use with our former election equipment have been removed.

Tischler mentioned the tile floor in the lobby and restroom is scheduled to be cleaned on Saturday, Dec. 17th and the painting and wallpaper removal and replacement has begun this week.

Tischler stated the 2018/19 budget information will be provided as soon as final numbers become available for the health care line items and will be forwarded by e-mail as well as a paper copy with backup documentation.

Tischler noted the 2018 – Southfield Township Holiday Schedule as well as our Holiday Closing notice can be found in the e-mail information items.

Treasurer's Report

Mooney stated winter tax collection has begun and the Township has collected just under 1% and 97% of summer taxes to date.

Mooney added the Investment Purchase Journal included in your information items notes that interest rates are ~~slowing~~ slowly increasing.

Mooney commented a driver went out on the server today. Mooney suggested the Board should consider adding the cost of a new server to the 2018/2019 budget.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:

No one wished to be heard.

APPROVAL OF AGENDA:

Nelson requested to add item 11a “Discussion of Compensation Committee compensation calculations conundrum”.

Mooney requested to add item 13a- Acceptance of gift from the Daughters of the American Revolution.

Motion by Mooney, supported by Scarcello, the agenda be approved as amended.

Motion carried unanimously.

APPROVAL OF OCTOBER 10, 2017 REGULAR MEETING MINUTES:

Cook noted on page 1 under “Select Chairperson as Moderator for Meeting”, second paragraph after “but” strike “is” and replace with “it”.

Motion by Scarcello, supported by O’Reilly, the October 10, 2017 minutes be approved as amended.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO SET PUBLIC HEARING DATE FOR TOWNSHIP BUDGET FOR FISCAL YEAR 2018/2019:

Motion by O’Reilly, seconded by Cook, the following Resolution be adopted:

The Southfield Township Board of Trustees will hold a Public Hearing with regard to the Fiscal Year 2018/2019 Township Budget on March 13 at 7:30 p.m. The Public Hearing will be held at the Township Hall located at 18550 W. Thirteen Mile Road, Southfield Township, Michigan.

ROLL CALL:

Ayes: Tischler, Mooney, Cook, Nelson, O’Reilly, Scarcello, Schmitt
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF MOTION TO RECEIVE AND FILE COMPENSATION COMMITTEE REPORT:

Schmitt asked Nelson, Chair of the Compensation Committee to present the Compensation report to the Board.

Nelson reviewed the minutes of the Compensation Committee’s meeting making note of the items reviewed in order to arrive at the committee’s decision. [Draft minutes below]

DRAFT

MINUTES OF THE SOUTHFIELD TOWNSHIP COMPENSATION COMMITTEE MEETING HELD ON DECEMBER 7, 2017

Trustee Nelson, Committee Chair, called the meeting to order at 9:04 a.m. at the Township Hall, with the full committee in attendance.

Present: Committee Members: Trustee Nelson, Chair, Township Trustee Paul Scarcello and Township Resident Robert Walsh

Others Present: Treasurer Mooney, Recording Secretary and Sharon Tischler, Township Clerk

Approval of the Agenda: Motion by Walsh, supported by Scarcello

Yes: Nelson, Scarcello and Walsh

No: None

Nelson opened the discussion by saying that revenues will be increasing this year and the economy has improved.

MOTION by Nelson, supported by Walsh, that the Compensation Committee recommends a \$500.00 increase for the Supervisor effective April 1, 2018.

Yes: Nelson, Scarcello, Walsh

No: None

MOTION by Nelson, supported by Scarcello, that the Compensation Committee recommends a \$2,000.00 per year increase for the Clerk and Treasurer effective April 1, 2018.

Yes: Nelson, Scarcello, Walsh

No: None

MOTION By Nelson, supported by Walsh that the Compensation Committee recommends a \$1,500.00 per year increase for the Deputy Clerk and Deputy Treasurer effective April 1, 2018.

Yes: Nelson, Scarcello, Walsh

No: None

Motion by Nelson, supported by Walsh, that the Compensation Committee recommends a raise to \$19.50 per hour for the Office Assistant.

Yes: Nelson, Scarcello, Walsh

No: None

Walsh indicated that the process was a variation from previous years.

Walsh questioned the number of hours the Office Assistant worked.

Mooney responded the Office Assistant worked approximately 80 hours last year and also indicated the line item for that position is in the Treasurer's budget. The Office Assistant also works in the Clerk's department. The number of hours worked will increase during an election year.

Tischler indicated the Office Assistant is paid as an employee when working an election.

Nelson opened the floor for discussion by the Committee and audience.

Mooney, on behalf of the entire staff, thanked the Compensation Committee for their consideration.

Tischler pointed out that costs are increasing and the necessity of keeping up with the rate of inflation. She appreciates the Committee's consideration.

There being no further business, the Chair closed the meeting at 9:31 a.m.

Dan Nelson, Chair

Nelson reviewed the history of raises at the Township over the years. Nelson added the compensation committee thought it would be nice to give the employees more money this year.

Cook asked Nelson how many jurisdictions the compensation Committee had used to compare to the Township.

Nelson explained how the Compensation Committee arrived at the numbers and there are no comparable to the Township.

Cook asked if the Draft minutes of the meeting was the compensation report.

Nelson replied that they are.

Tischler discussed the step system.

O'Reilly confirmed there is no formula.

Nelson confirmed that is correct. Nelson responded this is the reason for “Discussion of Compensation Committee compensation calculations conundrum.”

Scarcello noted the Township population is small and job matching is almost impossible.

Cook mentioned comparables through the Michigan Township Association.

Mooney responded the MTA has information; however the website information is very difficult to access.

Motion by Nelson, supported by Scarcello, to receive and file the Draft of the minutes of the Compensation Committee meeting dated December 7, 2017, as the report of the committee.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP SUPERVISOR BEGINNING APRIL 1, 2018:

Nelson asked to make a motion to amend the pending Resolution by raising the Supervisor’s salary to \$25,100.

Resolved by Nelson, supported by Scarcello, the following resolution be adopted as amended:

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS, the Board of Southfield Township deems it desirable to adjust the salary of the Township Supervisor to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

WHEREAS, the Supervisor has served the Township since 2007 and has been elected to serve the Township,

NOW THEREFORE BE IT RESOLVED the salary for the office of Township Supervisor for Fiscal Year 2018 is set at \$ ~~24,950~~ \$25,100.

ROLL CALL:

Ayes: Mooney, Cook, Nelson, O’Reilly, Scarcello, Schmitt, Tischler
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP CLERK BEGINNING APRIL 1, 2018:

Resolved by Schmitt, supported by Mooney, the following resolution be adopted:

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS, the Board of Southfield Township deems it desirable to adjust the salary of the Township Clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

WHEREAS, the Township Clerk has served the Township since 1984 and has been elected to serve the Township,

NOW THEREFORE BE IT RESOLVED the salary for the office of Township Clerk for the Fiscal Year 2018 is set at \$ 77,395.

ROLL CALL:

Ayes: Cook, Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney
Nays: None
Absent: None

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION SETTING SALARY OF TOWNSHIP TREASURER BEGINNING APRIL 1, 2018:

Resolved by Schmitt, supported by O'Reilly, the following resolution be adopted:

WHEREAS, pursuant to MCLA 41.95 (3), which provides that in a Township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and

WHEREAS, the Board of Southfield Township deems it desirable to adjust the salary of the Township Treasurer to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, and

WHEREAS, the Treasurer has served the Township since 2007 and has been elected to serve the Township,

NOW THEREFORE BE IT RESOLVED the salary for the office of Township Treasurer for Fiscal Year 2018 is set at \$ 63,128.

ROLL CALL:

Ayes: Nelson, O'Reilly, Scarcello, Schmitt, Tischler, Mooney, Cook
Nays: None
Absent: None

**DISCUSSION OF COMPENSATION COMMITTEE COMPENSATION CALCULATIONS
CONUNDRUM:**

Nelson confirmed that the compensation committee was giving the deputies a raise.

Schmitt responded the deputies are part of the budget.

Nelson explained the difficulty in arriving at a fair number for the elected officials and employees. Nelson asked the Board for suggestions for future compensation. The Board discussed the following:

- Jurisdiction comparisons
- Michigan Township Association
- Rate of Inflation plus Percentage increase
- Bonus/Longevity
- Increased responsibilities
- Finance directors about the process
- Step System
- Position versus the person
- Past Formulas
- Direction for the future

Nelson summarized that the Compensation Committee needs a set of guidelines to work within, in order to provide pay increases or compensations from year to year.

DISCUSSION AND POSSIBLE RESOLUTION HONORING HILDA MARIE NASH:

O'Reilly reviewed the Resolution with the Board:

RESOLUTION HONORING HILDA MARIE NASH

MOTION by O'Reilly, supported by Mooney, to adopt the following Resolution:

WHEREAS, Hilda Marie was born December 15, 1917 in Ontario, Canada to Hubert and Annie Pitz; and

WHEREAS, Hilda Marie married Alfred Nash, became a citizen in 1964 and moved to the Village of Beverly Hills in Southfield Township in 1967; and

WHEREAS, Hilda Marie worked for over 20 years for the Mental Health Association; and

WHEREAS, Hilda Marie is a skilled photographer whose passion was flowers and was sought after to lecture throughout Michigan; and

WHEREAS, Hilda Marie is an active member of the Beverly Hills Garden Club as Past President, current Treasurer; and

WHEREAS, Hilda Marie was honored to be a member of the Village of Beverly Hills Recreation Board from August 1984 to July 1987; and

WHEREAS, Hilda Marie used her passion with flowers to put her mark on the Park with splashes of color to enhance the landscape with the installation of a garden; and

WHEREAS, Hilda Marie Nash has attained another milestone in her life by becoming 100 years young on December 15, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Township Board of Trustees expresses, on behalf of the residents of Southfield Township, heartfelt congratulations to Hilda Marie Nash and extend its best wishes for continued good health.

ROLL CALL:

Ayes: O'Reilly, Scarcello, Schmitt, Tischler, Mooney, Cook, Nelson

DISCUSSION AND POSSIBLE APPROVAL OF 2018 POVERTY INCOME GUIDELINES:

The Township Poverty Standards Guidelines provide the potential for the Board of Review to grant property tax reductions for persons with assets less than a quarter of a million dollars, and whose income does not exceed the federal poverty income standards as of 12-31-18.

The 12-31-18 standards are as set forth in the suggested Resolution:

Resolved by Tischler, supported by O'Reilly, that Southfield Township adopt, in conformity with the Federal Poverty income standards as of 12-31-18, the following income standards for its 2018 Poverty Guidelines:

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1	\$12,060
2	16,240
3	20,420
4	24,600
5	28,780
6	32,960
7	37,140
8	41,320
For each additional person, add	4,180

ROLL CALL:

Ayes: Scarcello, Schmitt, Tischler, Mooney, Cook, Nelson, O'Reilly
 Nays: None
 Absent: None

DISCUSSION AND ACCEPTANCE OF GIFT FROM THE DAUGHTERS OF THE AMERICAN REVOLUTION:

Mooney stated the Daughters of the American Revolution gave the Township a donation of \$75.00 in appreciation for the use of the Township's meeting room. By policy, acceptance of the donation requires Township Board approval.

Motion by Mooney, supported by Tischler, to accept the generous donation of \$75.00 from The Daughters of the American Revolution.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF OCTOBER EXPENDITURES:

Motion by Nelson, supported by Scarcello, to approve the October expenditures as follows:

101 General Fund	\$	38,082.32
703 Tax Fund	\$	<u>154,695.74</u>
Total	\$	192,778.06

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF NOVEMBER EXPENDITURES:

Motion by Nelson, supported by O'Reilly, to approve the November expenditures as follows:

101 General Fund	\$	43,692.96
703 Tax Fund	\$	<u>198,629.60</u>
Total	\$	242,322.56

Tischler answered all questions.

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

Nelson mentioned on Anytime Animal Control Log a \$200.00 charge for a Pitbull.

Schmitt responded the dog was picked up the Friday after Thanksgiving. Our veterinary services kennel was full and the County was closed so ACO Weber called Schmitt and ended up taking the dog to Hartrick Veterinary for boarding.

Nelson asked if the owner claimed the dog.

Tischler responded a staff member fostered the dog until the dog was adopted.

Nelson noted we should hire a different landscaping company next year.

The Board wished everyone Happy Holidays.

Tischler mentioned to the Board the new voting equipment is set up if anyone is interested in a presentation.

Mooney thanked the compensation committee and the Board for the raises.

O'Reilly wished Treasurer Mooney a Happy Birthday.

Schmitt adjourned the meeting at 8:33 p.m.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk